

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*

*AFU*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

| LEAVE BLANK   |   |
|---|---|
| DATE RECEIVED<br><b>OCT 23 1974</b>   | JOB NO.<br><b>NC - AFU-75 - 8</b>                             |
| NOTIFICATION TO AGENCY  |   |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. |   |
| <i>10-30-74</i><br>(Date)   | <i>James B. [Signature]</i><br>Archivist of the United States |

- FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF
- MAJOR SUBDIVISION  
Directorate of Administration
- MINOR SUBDIVISION  
Documentation Systems Division
- NAME OF PERSON WITH WHOM TO CONFER  
Mr. K. J. Bilek
- TEL. EXT.  
11/29209
- CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**18 OCT 1974**

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO.    | 10. ACTION TAKEN |
|-------------|---|-------------------------|------------------|
| 1           | MEDICAL FOOD SERVICE RECORDS (168-11)<br>(Applicable Air Force-Wide)<br><br>See attached table 168-11 with a new rule 7 which provides disposition instructions for food production and service documentation. The retention period will adequately serve all administrative and legal purposes of the Air Force. | DLT<br>168-11<br>Rule 7 |                  |

*Copy to Agency 11/5/74*

TABLE 1GS-11

| R<br>U<br>L<br>E | A   | B   | C             | D   |
|------------------|---|---|---------------|---|
|                  | If documents are or pertain to                                  | consisting of   | which are     | then  |
| 5                | * Food purchasing, control storing, issuing, and food cost data | * Advance Orders, Subsistence Requests (AF Form 287), Tally-In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), and extended copies Food Issue Record (AF Form 543)  |               | Destroy after 1 year, unless needed for operational purposes. |
| 6                | * menu planning   | Regular and Therapeutic Hospital Menus, Menu Planner and Analysis (AF Form 2580), Therapeutic Worksheet - Breakfast (AF Form 2495), Therapeutic Worksheet - Dinner/Supper (AF Form 2496)  | master copies |   |
| 7                | * food production and service                                   | Outpatients' and Visitors' Meal Log (AF Form 2563), Medical Food Service Cash and Forms Receipt (AF Form 2570), Recipe Popularity Record (AF Form 2571), Meat/Salad Worksheet (AF Form 2575), Baker's Worksheet (AF Form 2574), Diet Worksheet (AF Form 2486), Food Temperature Chart (AF Form 2582), Cooks Worksheet (AF Form 679) |               | destroy immediately after purpose has been served.            |